

CONFIRMED MINUTES

SBHS BOARD MEETING



At the **SBHS Board Meeting** on **13 Sept 2023** these minutes were **confirmed as presented**.

Name:	Southland Boys' High School
Date:	Wednesday, 9 August 2023
Time:	4:00 pm to 4:58 pm (NZST)
Location:	Southland Boys' High School - LIBRARY, 181 Herbert Street, Invercargill
Board Members:	Chami Abeysinghe (Chair), Emma Smaill (Chair), Janine Hopcroft, Kieran Middleton, Nick Brown, Shaun Fitzgibbon, Simon Coe
Attendees:	Janine Loader
Apologies:	Melissa Kean

1. ADMINISTRATION

1.1 Welcome

The chair welcomed everyone to the meeting, apologies were received from Melissa Kean, due to other commitments. The Board accepted this apology.



Apology

An apology from Melissa Kean was accepted.

Decision Date:	9 Aug 2023
Mover:	Kieran Middleton
Seconder:	Janine Hopcroft
Outcome:	Approved

1.2 Board members Interests Register

The following interest changes were tabled:

Include: Chami - Trustee of the Invercargill Community Connections Trust (IC2) that is tasked with the Grace Street Project.

Remove: Kieran - SGHS interest as this project has now been completed.

1.3 Action Item List

Due Date	Action Title	Owner
14 Jun 2023	Bus Policy Status: Completed on 9 Aug 2023	Chami Abeysinghe

Due Date	Action Title	Owner
14 Jun 2023	Hostel Management Status: Completed on 4 Aug 2023	Simon Coe
9 Aug 2023	Incentives System Status: On Hold	Simon Coe
6 Dec 2023	International Student Business Plan Status: In Progress	Simon Coe
6 Dec 2023	Consultation about changes to school uniform Status: In Progress	Simon Coe

School uniform – looking to Kukri to supply full uniform, including a change to the PE top which will have the house colour on the reverse side. Samples to be supplied and a uniform try-on night has been scheduled for 24 and 25 October.

If any modifications to the current uniform were planned, consultation with the community would be held. General consensus from the Board is that everyone likes the traditional uniform. This item to remain in progress.

Bus Policy – Leon is now the Bus Controller for the school and has a good relationship with the bus companies. Go Bus has had a change of personnel and being proactive. This item can be changed to complete.

International Student – in progress and Simon and Lucy are attending the NZIEC KI TUA Conference next week to connect with agents. A fee structure will be drafted including options for staying in the Hostel. Target audience is Japan and Europe.

We have had inquiries from Kumagaya students that would like to return and attend SBHS, which is very positive.

Recruitment Policy – currently on hold, as recruitment isn't an issue at the moment. Agreed that rather than a blank policy, this will be looked at on an individual case by case basis. Remain on hold.

1.4 Confirm minutes from previous meeting

SBHS Board Meeting 14 Jun 2023, the minutes were confirmed as presented.



Minutes of Meeting

Resolved that the minutes of the meeting held on **14 June 2023**, a copy of which has been circulated to each member, be and are hereby taken as read and confirmed.

Decision Date: 9 Aug 2023
Mover: Emma Smail
Seconder: Simon Coe
Outcome: Approved

1.5 Incoming correspondence

Email from ERO was tabled. The new Evaluation Partner is Tess Livingstone and contact will be made at the start of Term 4. The Rector and Chair to work through the documentation, once it comes to hand.

1.6 Outgoing correspondence

2. REPORTING

2.1 Rector's Report

The Rector's report was tabled in conjunction with the committee reports and gave his assurance to the five points for Term 3.

3. PLANNING

3.1 Committee Reports

The Committee reports were taken as read and key points as follows:

Curriculum

An editorial was published recently in the Southland Express, celebrating our academic success with the capping of 14 students. The Board expressed their gratitude to teaching staff, for the role they play in this success.

Very positive open night with about 300 prospective students attending. If high enrolling numbers are received, we may need to ballot. The ballot is set by the Ministry with five categories. Appreciation given to staff regarding open day and how pleasing it was to see lots of engagement and positivity. Students did a fantastic job also as guides and Prefects working the front of house.

With the implementation of the Year 9 Certificate, a pleasing number of students are achieving this. Badges will be presented to students at assembly.

Property

The property committee report will be circulated to members tomorrow, as it was omitted, key points were:

\$150k surplus to be used on maintenance projects not on capital works.

Quote received for lower Uttley flooring and painting upgrade. This has been booked to be completed in the September holidays.

Other projects to consider for the balance of surplus are the Uttley toilets, which is priority. Hall repaint with possible wood sound proofing for the walls and re-curtain.

Roofing upgrade ongoing, delayed due to the weather.

Windows in Pearce block up for tender next year. Heritage status will need to be considered.

The Rectory has been deemed not fit for purpose or repair – quotations to be obtained. This has been recommended to stay as a music block and performance space. Drawings to be drafted and put out for tender July next year.

Health & Safety

Happy with how things are progressing. Good use of systems and technology.

First aid training for all teaching staff looking at Term 4 to complete.

Appreciation given to Leon for all his work in this area.

Hostel

Cameron Davis has been appointed as Director, commencing 30 August and the community has been very receptive to the changes.

Five and ten year property plan will be discussed with Cameron once he commences.

There is potential space to upgrade and make some flats, this would work well for international students or staffing needs associated with this. Conceptual designs to be commissioned.

Finance

Term deposits have been actioned between meetings.

Requested that a summarised financial report be tabled next meeting along with a 12-month report, showing actual year to date and projections.

Currently showing \$300k projected surplus for the school.

Next year's budget will be prepared and the first draft will be presented at the October meeting.



Summarised Financial Report

It was moved and seconded that a summarised financial report be tabled at the next meeting and all further meetings.

Decision Date: 9 Aug 2023
Mover: Emma Smail
Seconded: Kieran Middleton
Outcome: Approved

4. OTHER

4.1 General Business

4.2 In committee / Public excluded

5. MEETING CLOSURE

5.1 Close the meeting & next meeting date

Next meeting: SBHS In-Committee/Public Excluded Meeting - 9 Aug 2023, 5:30 pm

Signature: _____

Date: _____